

[DD MON(TH) YYYY]

[Mr/Ms Firstname Familyname]  
[another Mr/Ms Firstname Familyname (optional)]  
[Address]  
[Address]  
[Post Code]

Mr Ian Davis - (CEO)  
Enfield Council  
Civic Centre  
ENFIELD  
EN1 3XA

### **Freedom Of Information Request**

Dear Mr Ian Davis.

We are writing to make an open government request for all the information to which we are entitled under the Freedom of Information Act 2000.

- 1) What is your Company and VAT Registration number?
- 2) Does an agreement, contract, or obligation, Legal or Equitable Chose, exist evidencing the payment of Council Tax is consented to, or compulsory?

We would like the above information to be provided to us as paper and electronic copies (email addresses provided below). If this request is too broad or unclear, we would be grateful if you could contact us as we understand that under the Freedom of Information Act 2000, you are required to advise and assist requests. If any of this information is already in the public domain, please direct us to it, with page references and URL's if necessary.

If the release of any of the information is prohibited on the grounds of breach of confidence we ask that you supply us with copies of the confidentiality agreement and remind you that information should not be treated as confidential if such an agreement has not been signed.

We understand that you are required to respond to our request within 20 working days after you receive this request. We would be grateful if you could confirm in writing that you have received this request, either electronically at [email address], or by post to the address provided.

We look forward to hearing from you.

Yours sincerely,

[Mr/Ms Firstname Familyname] & [another Mr/Ms Firstname Familyname]